

**LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION.
PLEASE DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH
JOB RECRUITMENT AND PLACEMENT**

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUED</u>
APPRAISER TRAINEE	\$15.15/HR/DOQ	10-30-2015

WEBER COUNTY ASSESSOR'S OFFICE - FULL-TIME WITH BENEFITS

JOB SUMMARY Under the close supervision of an administrative superior, performs a variety of para-professional and technical work in the appraisal of real property.

MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Under the direction of real estate supervisor, the employee will receive training in the following: Field Inspection - Review properties throughout county and inspect improvements to land, methods and materials used on construction sites, collect data and property information, and calculate square footage and acreage. Appraisal Reports - Organize property data and complete formal appraisal reports. Contact real estate professionals to verify sales information. Board of Equalization Presentations - Prepare evidence for local hearing(s), present oral testimony and evidence, and argue case in an informal hearing setting. Public Information - Research files, answer phones, and provide building card information. Receives training in and appraises real property to determine fair market value for tax assessment in accordance with prescribed schedules. Collects factual data from a variety of sources including courthouses, real estate offices, and financial institutions concerning legal descriptions of real estate, records of taxes, and rental or sales information on comparable properties; gathers cost income and market data as required. Conducts on-site visits or electronic inspections to verify information on appraisal records; reviews books and/or takes physical inventory of property. Processes a variety of appraisal forms, reviewing for completeness and accuracy; assists in preparing narrative reports and exhibits including photographs, floor plans, and maps; posts appraisal information to appropriate records; compiles simple tabulated data and makes mathematical computations. Receives telephone and personal callers handling any questions or matters of a less technical nature and directing others to the appropriate staff member; assists visitors in completing appropriate forms. Performs routine clerical work as required by the position. Performs related work as required.

MINIMUM QUALIFICATIONS High School diploma or equivalent. Preference given to those with an Associate's Degree or higher from an accredited college or university. AND Two years of experience performing clerical or technical work related to or involving the appraisal of personal and/or real property. Preference is given to Residential Appraisal Trainees who have completed 100 residential or General Appraisal Trainees who have completed 20 commercial supervised interior and exterior inspections. OR Any equivalent combination of education and experience.

Working knowledge of modern office practices and procedures; working knowledge of appraising principles, practices, and techniques; some knowledge of applicable Federal, State, and local laws, codes, and procedures. Ability to prepare reports and tabulate results following standard guidelines; ability to think logically, to analyze and evaluate data and to reach sound conclusions; ability to obtain the cooperation of others and to exercise mature judgment; ability to follow written and verbal instructions; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, and the general public.

SPECIAL QUALIFICATIONS Valid state driver's license or the ability to obtain one. Employee must successfully complete course 501, course 23 and the 100 series ad valorem courses offered through the Utah State Tax Commission (or the equivalent) within 24 months of hire date. Employee must be an Appraisal Trainee with the Utah Division of Real Estate. Employee must also become a Licensed Appraiser with the Utah Division of Real Estate within three years of hire date.

TOOLS AND EQUIPMENT USED Tape measure, pencil or micro-computing device, calculator, phone, copy machine, computerized property appraisal system.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to reach with hands and arms; stand; walk; and use hands to

finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

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WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works outside in inclement weather conditions. The noise level in the work environment is usually moderately quiet in the office, and moderate to loud in the field.

POSITION CLOSES ON NOVEMBER 13, 2015

APPLICATION AVAILABLE AT www.co.weber.ut.us AND MUST BE SUBMITTED TO: Weber County H.R., 2380

Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND TESTING REQUIRED